

**MICHIGAN DEPARTMENT OF CIVIL SERVICE  
JOB SPECIFICATION**

**CORRECTIONS MEDICAL AIDE**

**JOB DESCRIPTION**

Employees in this job oversee and participate in the custody, security, and delivery of routine medical care to prisoners under the supervision of nursing personnel at correctional medical facilities.

There are two classifications in this job.

**Position Code Title – Corrections Medical Aide-E**

Corrections Medical Aide 8

This is the entry level. The employee is initially assigned to the corrections officer training academy where they are required to successfully complete the approved training program designed to provide the knowledge and skills required to function as a Corrections Medical Aide. Upon graduation from the training academy, the probationary Corrections Medical Aide will receive additional training in providing routine and/or specialized medical care and complete the probationary period at an assigned correctional facility. The employee oversees and participates in the custody, security, and treatment of prisoners and delivers routine medical care while learning and developing the interpersonal techniques and skills required for the delivery of medical care.

Corrections Medical Aide E9

This is the experienced level. The employee oversees and participates in the custody, security, and treatment of prisoners and delivers routine medical care. The employee uses independent judgment in making decisions requiring interpretation and application of departmental guidelines to specific situations.

**NOTE:** Employees generally progress through this series to the experienced-level based on satisfactory performance and possession of the required experience.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Observes prisoners' activities to detect unusual or prohibited behavior that might be a threat to the security of the facility or the safety of prisoners, employees, or visitors.

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Counts prisoners under his or her jurisdiction several times during the shift and transmits the information to the control center.

Conducts thorough searches of prisoners, visitors, employees, mail, packages, cellblocks, and other structures for such prohibited items as critical tools, weapons, drugs, or other contraband.

Responds quickly to calls for assistance from other areas of the prison as directed by the control center or command officer. Assists in controlling disturbances and isolating instigators.

Observes "critical incidents" such as assaults on employees or prisoners, prisoner strikes, or other situations threatening to the security of the facility and prepares written reports.

Attempts to modify prisoners' attitudes and behavior through one-to-one or group interaction.

Assists in providing general medical, psychiatric and/or surgical nursing to prisoners.

Dispenses medications and drugs under the supervision of medical staff.

Provides emergency medical care.

Assists the medical staff in general physical examinations, ward rounds, and treatments.

Keeps accurate nursing notes.

Screens sick calls and provides treatment or referral to physicians.

Prepares written records and reports related to the work.

May supervise the serving of meals.

May perform laboratory procedures as directed by nursing staff or physicians.

May perform duties of an ambulance attendant or driver.

Explains work instructions and trains lower level employees.

Performs related duties appropriate to the classification level as assigned.

**JOB QUALIFICATIONS**

**Knowledge, Skills, and Abilities**

**NOTE:** Some knowledge in the area listed is required at the entry level and considerable knowledge is required at the experienced level.

Knowledge of first aid and routine medical procedures.

Knowledge of standards of hygiene and health care standards about contagious diseases.

Knowledge of one-to-one and group counseling techniques.

Knowledge of prisoners' problems and behavior.

Knowledge of departmental rules, regulations, policies, and procedures.

Knowledge of the various sub-cultures of assigned prisoners.

Knowledge of security procedures and techniques.

Knowledge of the techniques of self-defense, disturbance control, and the detection of weapons and contraband.

Knowledge of the use of firearms.

Ability to learn and apply facility and Department of Corrections' policies, procedures, rules, and regulations.

Ability to acquire and apply skill in the use of self-defense and other procedures for dealing with violent or abusive prisoners.

Ability to learn and perform routine medical procedures.

Ability to communicate effectively.

Ability to successfully complete in-service education and training programs.

Ability to divert violence or ease tension through persuasion and understanding rather than use of force.

Ability to be a positive role model to the prisoner population.

**Working Conditions**

An employee may be assigned to work on any day of the week or on any shift.

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The work is performed in an environment that is extremely uncomfortable and where the work involves a significant chance of incurring a disabling or life threatening injury.

The jobs require an employee to work in an uncomfortable environment.

The jobs require an employee to work in high stress situations.

The jobs require an employee to work in hazardous situations.

Skill in the use of firearms and fire fighting equipment.

### **Physical Requirements**

The job duties require an employee to have the ability to meet the physical requirements of the work, which includes the performance of strenuous tasks requiring muscular strength and coordination and cardiovascular endurance.

The job duties require an employee to have skill in the use of self-defense methods.

The job duties require an employee to be absent of any physical limitation, which would impair effective performance in the Department of Corrections.

### **Education**

Fifteen semester (or 23 term ) college hours in one or a combination of the following areas: correctional administration, criminal justice, criminology, psychology, social work, sociology, counseling and guidance, educational psychology, family relations, pastoral counseling, or law enforcement.

### **Experience**

#### **Corrections Medical Aide 8**

No specific type or amount of experience is required.

#### **Corrections Medical Aide E9**

One year of experience as a Corrections Medical Aide.

### **Alternate Education and Experience**

#### **Corrections Medical Aide 8**

Any bachelor's degree.

### **OR**

Completion of a recognized corrections training program in another state or federal jurisdiction, completion of at least two years of full-time corrections officer work

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experience; and currently employed satisfactorily in a corrections position or have left corrections employment in satisfactory status.

#### **Special Requirements, Licenses, and Certifications**

Must be at least eighteen years of age at time of employment.

Must pass a post-offer medical examination.

Must pass a drug screen.

Must pass a physical fitness test.

Must be able to perform essential job functions with or without accommodations, effectively.

Must complete a successful a thorough background investigation designed to assess the applicant's suitability for employment.

Satisfactory completion of the annual re-certification and training.

The Department of Corrections will not hire individuals who have been convicted of a felony or who have felony charges pending, in accordance with Public Act 140 of 1996.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

#### **JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

<b><u>Job Code</u></b>	<b><u>Job Code Description</u></b>
CORMEDADE	Corrections Medical Aide

<b><u>Position Title</u></b>	<b><u>Position Code</u></b>	<b><u>Pay Schedule</u></b>
Corrections Medical Aide-E	CRMDADEE	C12-001